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Outline of Processing Procedure for Travel  
as proposed by O&M Survey of 21 April 1953

1. Traveler reports to Central Processing Branch.
2. Check list is prepared. This accompanies traveler throughout his processing.
3. Traveler is directed to Personnel Desk where attention is given such items as:
  - Birth documentation
  - Passport Application
  - Passport pictures
  - 
  - Selective Service information
  - Etc.
4. Traveler is directed to Travel Desk (actually the Passenger Movement Branch) where:
  - a. A transportation officer is assigned to handle his case.
  - b. He is briefed.
  - c. An itinerary is prepared.
  - d. Carrier is contacted for reservations. If reservation cannot be completed immediately, the transportation officer moves on to the next step and,
  - e. Discusses shipment of effects and auto and secures information necessary for handling such shipments at proper time.

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- f. Discusses travel of dependents (assuming that they do not travel with the employee) and secures information necessary for arranging dependents travel at the proper time.

**NOTE:** After the traveler leaves the Travel Desk, the Transportation Officer assigned to handle this case may complete the reservation work while other transportation officers are taking care of succeeding travelers. At the proper time, his personal effects, auto, and dependents will be handled by or in close cooperation with the transportation officer who originally interviewed him. When bills are received for the various transportation services furnished the traveler, they can be promptly verified by checking against documents prepared in the course of the actual processing rather than with information from other sources not under the control of the Transportation Division. The full time of all transportation personnel can be utilized in one phase or another of the total transportation job even though at any given time there may be no travelers to interview.

5. Traveler is directed to Medical Desk for:

Briefing

Arranging for shots

Etc.

6. Traveler is directed to Finance Desk for:

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Pay and Allowances

ETC.

7. Traveler surrenders check list and leaves Central Processing Branch.

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